



# Ethan Ramirez


## Junior IT Project Manager


Junior IT project manager with three years of experience in software development project coordination, Agile sprints, and client-facing technical support. Strong ability to track project timelines, facilitate stakeholder communication, and support software deployments.

### CONTACT

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 ethanramirez@example.com

 LinkedIn | Portfolio

 Denver, CO 80202

### KEY SKILLS

- Agile project management
- SDLC
- Risk management
- Client communication
- IT support

### PROFESSIONAL EXPERIENCE

JUNIOR IT PROJECT MANAGER | NEXTGEN SOFTWARE, DENVER, CO  
JUNE 2022 – PRESENT

- Assist senior project managers in planning and executing software development projects, ensuring on-time delivery
- Facilitate Agile sprint planning sessions, tracking key performance indicators to optimize workflow efficiency
- Manage communication between developers and clients, resolving project bottlenecks and enhancing team productivity

IT SUPPORT ANALYST | CLOUDTECH SOLUTIONS, DENVER, CO  
AUGUST 2021 – MAY 2022

- Provided technical support for enterprise software, troubleshooting issues and reducing downtime by 20%
- Assisted in software deployment and conducted training sessions for end users

### EDUCATION

- Bachelor of Science (B.S.) in Information Technology  
University of Colorado, Denver, CO | May 2021

### CERTIFICATIONS

- Scrum Master Certified (SMC) - August 2022